



U.S. General Services Administration

**Federal Acquisition Service
Authorized Federal Acquisition Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! Is: www.GSAAdvantage.gov.

**Schedule 874 - Mission Oriented Business Integrated Services (MOBIS)
GSA Management Services Center**

Contract number: GS-10F-207BA

For more information on ordering from Federal Acquisition Schedules click on the FSS Schedules button at www.fas.gsa.gov

Contract period: August 4, 2014 to August 3, 2019



**HPT Advisory Services LLC
2010 Corporate Ridge
Suite 700
McLean, Virginia 22102
Telephone: 703-883-9304
Fax: 703-995-0757
Marisa.Daley@hptas.com
www.hpts.com**

**Business size: Small, Women Owned Small Business (WOSB) and Economically Disadvantaged
Women Owned Small Business (EDWOSB)**

CUSTOMER INFORMATION:

- 1a. Awarded Special Item Numbers (SIN) 874-1
- 1b. Identification of the lowest labor category and rate: See pricing section.
- 1c. Labor Rate Descriptions: See Labor Rates Description section.
- 2. Maximum order: \$1,000,000 (SIN) 874-1
- 3. Minimum order: \$100.00 (SIN) 874-1
- 4. Geographic coverage: 50 States and the District of Columbia
- 5. Point(s) of production (city, county, and State or foreign country): Same as Company address
- 6. Discount from list prices or statement of net price: Net prices are shown in the pricing section
- 7. Quantity Discounts: 1% for orders over \$500,000
- 8. Prompt Payment Terms: Net 30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
- 10. Foreign items: Not Applicable
- 11a. Time of delivery: Will adhere to delivery schedule as specified by the purchase order
- 11b. Expedited Delivery: Upon mutual agreement of the customer and HPT Advisory Services
- 11c. Overnight and 2-day delivery: Upon mutual agreement of the customer and HPT Advisory Services
- 11d. Urgent Requirements: Upon mutual agreement of the customer and HPT Advisory Services
- 12. F.O.B. point: Destination

13a. Ordering address:

HPT Advisory Services LLC
2010 Corporate Ridge
Suite 700
McLean, Virginia 22102

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage fss.gsa.gov/schedules).

14. Payment address:

HPT Advisory Services LLC
2010 Corporate Ridge
Suite 700
McLean, Virginia 22102

15. Warranty provision: Not Applicable

16. Export packing charges: Not Applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards will be accepted above the micro-purchase level.

18. Terms and conditions of rental, maintenance, and repair: Not applicable.

19. Terms and conditions of installation: Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points:

HPT Advisory Services LLC
2010 Corporate Ridge
Suite 700
McLean, Virginia 22102

22. List of participating dealers: Not Applicable

- 23. Preventive maintenance: Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: Not Applicable
- 25. Data Universal Number System (DUNS) number: #009760970
- 26. Notification regarding registration in System for Award Management (SAM) database. HPT Advisory Services LLC is registered in SAM; CAGE Code is # 6NC12.

Note: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

Subject Matter Specialist

Functional Description:

Provides specialized experience related to management consulting projects. This may include a specialty in financial services, program and project management, process improvement or reengineering, human capital and organizational design, or information technology. Individual advises engagement team on aspects of the project such as the methodology selected, team selected, and approach followed. Provides insights related to professional experiences that will guide the team and offer direction related to the technical approach. May or may not interface with the end customer, but acts as a liaison to industry and other collaborative networks of partners.

General Experience:

Experience of fifteen (15) or more years working in the management consulting or federal industry. Possession of an advanced degree may be substituted for one year experience. Possession of a professional certification (e.g., PMP, CGFM, Six Sigma Green/Black Belt) may also be used to substitute for one year of experience.

Educational Requirements:

Holds a four-year degree from an accredited college or university.

Principal Advisor

Functional Description:

Serves as program manager over multiple contracts or workstreams within a task. The associated responsibilities include oversight of other Project or Program Managers, Team Leads, Team Members, direction of engagement adherence to contractual requirements, completion of task deliverables on schedule and budget, and promotion of consistent quality standards. Individual is direct liaison to the government and point-person for escalation of program risks or issues.

General Experience:

Experience of twelve (12) or more years working in the management consulting or federal industry. Possession of an advanced degree may be substituted for one year experience. Possession of a professional certification (e.g., PMP, CGFM, Six Sigma Green/Black Belt) may also be used to substitute for one year of experience.

Educational Requirements:

Holds a four-year degree from an accredited college or university.

Consultant

Functional Description:

Serves as a team member on a management consulting engagement. Performs research and analytical activities in support of the methodology applied to the specific contract. Prepares written briefings and documents for presentation to the customer. Interfaces with the client through attending meetings, conducting interviews, and facilitating workshops and/or seminars.

General Experience:

Experience of four (4) or more years working in the management consulting or federal industry. Possession of an advanced degree may be substituted for one year experience. Possession of a professional certification (e.g., PMP, CGFM, Six Sigma Green/Black Belt) may also be used to substitute for one year of experience.

Educational Requirements:

Holds a four-year degree from an accredited college or university.

Labor Rates

HPT Advisory Services LLC	Base Period – August 3, 2014 to August 2, 2019				
	Fully-Burdened Billing Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
Consultant	\$63.48	\$64.75	\$66.04	\$67.36	\$68.71
Principal Advisor	\$226.95	\$231.49	\$236.12	\$240.84	\$245.66
Subject Matter Specialist	\$275.24	\$280.75	\$286.36	\$292.09	\$297.93

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